

APPENDIX A

```
Sub InsertTime()  
,  
' Macro1 Macro  
' Macro recorded 2/13/2001 by  
,  
' Keyboard Shortcut: Ctrl+x  
,  
  
CurrRow = ActiveCell.Row  
CurrCol = ActiveCell.Column  
If CurrRow < 8 Then Exit Sub  
If CurrCol = 1 Then  
    Cells(10000, 1).Select  
    ActiveCell.End(xlUp).Select  
    If ActiveCell.Value = Date Then  
        TodayStarted = True  
        MsgBox "Today has already been started. Nothing to do."  
        Exit Sub  
    Else  
        TodayStarted = False  
        Cells(ActiveCell.Row, 4).Select  
        Do While Cells(ActiveCell.Row + 1, 4).Value > 0  
            Cells(ActiveCell.Row + 1, 4).Select  
        Loop  
        Cells(ActiveCell.Row + 3, 1).Select  
        ActiveCell.Value = Date  
        ActiveCell.Offset(0, 1).Select  
        CurrCol = 2  
    End If  
End If  
Select Case CurrCol  
Case 2  
    If ActiveCell.Value <> "" And ActiveCell.Value <> ActiveCell.Offset(-1, 1).Value And  
ActiveCell.Offset(-1, 1).Value <> "" Then  
        ActiveCell.Value = ActiveCell.Offset(-1, 1).Value  
    Else  
        ActiveCell.FormulaR1C1 = "=NOW()-TRUNC(NOW())"  
        Selection.Copy  
        Selection.PasteSpecial Paste:=xlValues, Operation:=xlNone, SkipBlanks:=  
        False, Transpose:=False  
        ActiveCell.Offset(0, 1).Activate  
        ActiveCell.Value = ActiveCell.Offset(0, -1).Value + 1 / (10 * 24)  
    End If  
Case 3  
    SystemHour = Hour(Time)  
    SystemMinute = Minute(Time)  
    SystemTime = (SystemHour / 24) + (SystemMinute / (60 * 24))
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TimeDiff = Abs(SystemTime - ActiveCell.Offset(0, -1).Value)
If TimeDiff < 1 / (60 * 24) Then
    ActiveCell.Value = ActiveCell.Value + 1 / (10 * 24)
Else
    ActiveCell.FormulaR1C1 = "=NOW()-TRUNC(NOW())"
    Selection.Copy
    Selection.PasteSpecial Paste:=xlValues, Operation:=xlNone, SkipBlanks:= _
        False, Transpose:=False
End If
Case 5, 6, 7, 8
    If Cells(CurrRow, 5) = "" And Cells(CurrRow, 6) = "" And Cells(CurrRow, 7) = "" And
Cells(CurrRow, 8) = "" Then
        Range(Cells(CurrRow, 5), Cells(CurrRow, 7)).Value = Range(Cells(CurrRow - 1, 5),
Cells(CurrRow - 1, 7)).Value
    Else
        Cells(10000, 1).Select
        ActiveCell.End(xlUp).Select
        CurrDate = Date
        If ActiveCell.Value = CurrDate Then
            TodayStarted = True
        Else
            TodayStarted = False
        End If

        Cells(ActiveCell.Row, 4).Select
        Do While Cells(ActiveCell.Row + 1, 4).Value > 0
            Cells(ActiveCell.Row + 1, 4).Select
        Loop

        If TodayStarted Then
            NewRow = ActiveCell.Row + 1
            NewCol = 2
        Else
            NewRow = ActiveCell.Row + 3
            NewCol = 1
            Cells(NewRow, NewCol).Select
            ActiveCell.Value = Date
            ActiveCell.Offset(0, 1).Select
        End If

        Cells(NewRow, 2).Select
        ActiveCell.FormulaR1C1 = "=NOW()-TRUNC(NOW())"
        Selection.Copy
        Selection.PasteSpecial Paste:=xlValues, Operation:=xlNone, SkipBlanks:= _
            False, Transpose:=False
        ActiveCell.Offset(0, 1).Activate
    
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Selection.PasteSpecial Paste:=xlValues

If CurrCol = 8 Then
    Range(Cells(NewRow, 5), Cells(NewRow, 8)).Value = Range(Cells(CurrRow, 5),
Cells(CurrRow, 8)).Value
Else
    Range(Cells(NewRow, 5), Cells(NewRow, 7)).Value = Range(Cells(CurrRow, 5),
Cells(CurrRow, 7)).Value
End If
End If
End Select
Application.CutCopyMode = False
End Sub
```